# Federal and State Criminal Clearances

According to the Pennsylvania Department of Education (PDE), anyone working with or observing children in public and private schools, IUs, and vocational-technical schools are required to provide proof of the following clearances:

1. **Pennsylvania State Criminal Record Check (Act 34)**
2. **Federal Criminal History Record (Act 114)**
3. **Pennsylvania Child Abuse History Clearance (Act 151)**

- Clearances are mandatory for all field experiences and student teaching -- if students renew their clearances every year after their first field experience, they should then have their clearances in time to enter the schools for the next stage of experiences.

- Clearances must be less than 1-year-old at the start of the experience (and for some placements, they may not be more than 1-year-old during the entire experience.)

- Clearances MUST be submitted to the School of Behavioral Sciences and Education. Clearances must be physically on file at YCP prior to entering the schools.

- Clearances with Infractions: Teacher Education candidates with any type of record, on any clearances, will require a meeting with the Director of Field Services prior to entering a PreK-12 school.

- No student may enter a school to conduct any "field experience" without having clear, up-to-date clearances on file at York College of PA.

- Students should always retain the original clearances and provide copies to York College of Pennsylvania and to any school placement.

**Procedures for Securing Clearances as of September 2018 and the latest PDE procedures can be found at: http://keepkidssafe.pa.gov/resources/clearances/index.htm):**

## Child Abuse History Certification Online Application
**https://www.compass.state.pa.us/CWIS/Public/Home**

1. If registering for the first time, choose Create Individual Account and proceed to step 2. Otherwise, choose Individual Login to Access your Clearances and Create a Clearance Application. Proceed to Step 6. (See FAQ at the top of website if "having trouble logging in")
2. Read the directions on the next page, and then click Next.
3. Fill in all the information requested (remember the Keystone ID is a username created by the user) including security questions and the security riddle (if the security riddle is unclear go back to the initial website and you should get a new question). Click Finish after completing all fields.
4. You will be provided with a temporary password at the email address provided.
5. When you receive the email go back to the initial webpage and chose Login and if entering for the first time you will be prompted to change your password. (It is important that you write down your username and password for future access!)
6. There will be a series of pages to fill in but remember to select School Employee Not Governed by Public School Code for the purpose of the clearance (Do not choose VOLUNTEERS Only version)

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7. When asked about the Certificate Delivery Method, remember to answer Yes, you would like to have a paper copy sent to your home or mailing address.
8. You must pay for the clearance online ($8; cost will increase to $13 effective July 1, 2018) using either a debit or credit card and then sign electronically.
9. The website states that you will be provided with updates regarding the status of your clearance and will be notified when it is ready to be printed. While the website states that the process is automatic, it has been known to take up to two weeks for the clearance to be generated.

## Criminal Record Check-PA State Police
https://epatch.state.pa.us

1. Have a credit card ready.
2. Click on Submit a New Record Check (Do not choose VOLUNTEERS Only version)
3. Select Individual Request
4. Reason for Request - choose Other.
5. Accurately complete the information requested and click Next.
6. Verify, then click on Proceed.
7. Enter your personal information again and click Enter the Request.
8. Click on Finished.
9. Click Submit on the Review page
10. Enter your credit card information ($22) and click Next.
11. Click on the hyperlink for the control number.
12. **Very Important**: Write down the Control Number and the date it was processed.
13. Click on Certification Form.
14. Print this form. If you have issues with printing, you will need the CONTROL NUMBER and the DATE you processed the clearance in order to access it on another computer to print.

## FBI Background Fingerprinting Check
https://uenroll.identogo.com/

1. Enter your Service Code to get started: 1KG6RT (*Purpose: Universities/Colleges*). Click GO (all teacher education students use this same code to be fingerprinted for PDE)
2. Click *Schedule or Manage Appointment* and complete all *Essential Info* then click *Next*
3. Complete all *Additional Info* for *Agency Identifiers* then click Next (create a security question and answer, write this down for future reference)
4. Complete all *Citizenship* information then click Next
5. Complete all *Personal Questions* information then click Next (you do not have an authorization code)
6. Complete all *Personal Information* then click Next
7. Complete all *Address* information then click Next
8. Choose the Identification *Document* you will bring to your enrollment then click Next
9. Search for an *Enrollment Center* for *Location* to be fingerprinted then click Next
10. *Select Date* and *Select Time* for fingerprinting appointment then click Next (scheduled appointments take priority over Walk-Ins)
11. Print the enrollment screen (you will also receive an email from IdentoGo confirming appointment)
12. Hit Submit
13. You will be prompted to confirm appointment. Your payment of $22.60 will be made at the IdentoGo Center via Credit Card, Business Check or Money Order.
14. You will receive an email from PASafeCheck (status@dev.PASafeCheck.identogo.com) within 72 hours with a link to access your Unofficial Copy called the Civil Applicant Response. IT IS IMPORTANT THAT YOU ARE AT A COMPUTER WHERE YOU CAN PRINT AND SAVE THE UNOFFICIAL COPY AS THIS WILL BE A ONE-TIME ACCESS ONLY LINK!

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